

Job Description

Job Title: Office Administrator - Worship

Mission Area: Support Staff

Supervisor: Director of Operations

Part-time position, about 20 hours

Current as of: March 2023

Job Summary: Responsible for providing administrative support to church staff preparing worship bulletins and presentations, coordinating baptisms, weddings, funerals. Serves as a liaison between the church staff, members, and guests of Epiphany Lutheran Church. Help fulfill the mission of Epiphany Lutheran Church through this ministry position.

Essential Duties and Responsibilities:**General**

- Serve as a welcome to visitors and members by answering phone calls, responding to phone requests and emails, and greeting people coming into the office and responding to their requests.
- Help manage historical documents and other artifacts; maintain a team of historians.
- With other admin, manage staff workroom, including ordering office supplies, maintaining office machines and phones, training office volunteers to use both. Update phone system greetings.
- Prepare annual report together with Communications Coordinator and other admin with input from leadership and other staff.
- Assists other admin with providing support with church mailings, emails, reports, council meeting minutes and other communications. Coordinate bulk mailings, at times with Communications Coordinator. Works together with designated staff and council members to prepare the congregational meeting packets for congregational meetings.
- Attend weekly staff meetings. Backs up other office administrator.

Weekly

- Maintains Worship Planning Calendar, schedules recurring worship planning meetings, takes notes and distributes to worship stakeholders. Orders and distributes liturgical calendar.
- Responsible for all bulletins. Prepares bulletins and leader missals for worship services and special events. Coordinates the work of volunteers or other staff on input and completion.
- Responsible for preparation of all worship presentation slides. Coordinates the work of volunteers or other staff on input and completion.
- Prepare the Far Hills Campus for worship by printing and distributing bulletins and missals. Print Austin Campus bulletins and prepare missals to be delivered by designated staff/laity.

Occasional (2-3 hours/week)

- Order flowers for worship and special events. Order altar roses for newborns. Prepare special flower order forms for decorating altars for major holidays.
- Coordinate funerals, such as finding people to fill various roles, sharing information with the communications coordinator and other affected staff and volunteers.
- Distribute grief ministry booklets, organize, prepare for mailing.

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- Support memorial garden interment by providing needed materials, ensuring proper plot selection, and obtaining plaques.
- Coordinate scheduling of baptisms and prepare baptismal certificate and other elements for upcoming baptisms. Update church database; manage candles, napkins, and Bibles.
- Ensures copyright compliance with proper statements on worship assets, understanding guidelines for all copyrighted work used or performed in or out of a worship setting, invoice payment, and monitoring of song selection and reporting process by worship music directors.

Required Qualifications:

- Education:** High School diploma or GED; administrative coursework desired with preference for a degree.
- Work Experience:** Three to five years' previous administrative experience.
- Physical Requirements:** Long periods at a desk in front of a computer and may occasionally be required to move supplies, furniture, and equipment.

Skills Required to Meet Performance Standards:

- Administrative Skills:** Must be able to organize and prioritize a variety of tasks while adhering to established schedules and deadlines. Must be comfortable working with both staff and volunteers in accomplishing tasks and be skilled at delegating responsibility where appropriate. Must be able to adapt to short notice changes in schedule and priorities.
- Technical Skills:** Must have demonstrated skill of Microsoft Word and other Microsoft Office products, including Outlook, data entry, internet usage, and some computer graphics skills. Working knowledge of fax machines, copiers, multiple line telephones and other office equipment. Knowledge and use of church-related database programs is a plus.
- Verbal Communication:** Must have good communication skills for both telephone and in-person conversation.
- Written Communication:** Must have strong writing and editing skills with demonstrated use and knowledge of proper grammar. Must be able to develop clear, concise letters, schedules, reports, newsletters, guidelines, and instructions.
- Stakeholder Satisfaction:** Must display a high degree of stakeholder sensitivity. Must be welcoming and approachable as this position is often the first point of contact for members and community.